

**1ID PAM 1-201**  
**COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: M	DATE OF REVISION: 1 JUL 05	
PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT)  E-Milpo	UNIT INSPECTED/DATE:	
ITEM		GO	NO-GO
<p>A. Discussion: Maintenance of E-MILPO is key to manning units and keeping soldiers' records accurate. Department of the Army relies on this system to make decisions involving personnel resources.</p> <p>B. References:</p> <ol style="list-style-type: none"> <li>1. DA PAM 600-8-31</li> <li>2. AR 600-8-6</li> <li>3. AR 600-8-11</li> <li>4. AR 600-8-101</li> <li>5. AR 600-8-105</li> <li>6. AR 614-100</li> <li>7. AR 614-200</li> <li>8. 1<sup>st</sup> PERSCOM E-Milpo Functional Guide, Pending</li> <li>9. 1<sup>st</sup> PERSCOM E-Milpo Users Manual, Pending</li> </ol> <p>1. ACCOUNT MANGAGEMENT</p> <ol style="list-style-type: none"> <li>a. Do all assigned clerks have active E-Milpo accounts?</li> <li>b. Do at least two clerks have active E-Portfolio accounts?</li> <li>c. Have accounts been requested on newly assigned soldiers?</li> <li>d. Do clerks have access to all assigned UICs through E-Milpo?</li> <li>e. Are clerks familiar with "timeout" E-Milpo procedures?</li> </ol> <p>2. UNIT PERSONNEL ACCOUNTABILITY REPORT (AAA-162) RECONCILIATION</p> <ol style="list-style-type: none"> <li>a. Is the AAA-162 report printed and reconciled (at a minimum weekly)?</li> <li>b. Does the unit annotate the AAA-162 with newly arrived and departed personnel &amp; notify the appropriate echelon if unable to submit the appropriate transactions?</li> <li>c. Is the report properly used to monitor unit strength and database accuracy?</li> <li>d. Does the unit conduct at least twice a month reconciliation with the PSD of AAA-162, AAA-165 and Alpha Roster (AAA-342)? (EOM &amp; USR)</li> </ol>			

	GO	NO-GO
<p>e. Are all Intra-unit assignment DA Form 4187s completed along with Intra-unit moves prior to bi-weekly reconciliations with the PSD?</p> <p>f. Does the unit forward a copy of the reconciled and signed (Unit Commander) EOM AAA-162 report to the PSD? Does the unit retain a copy on file?</p> <p>g. Does the unit conduct a PAI whenever a Change of Command occurs? Is it forwarded to the PSD for review? Is it forwarded to the G1 for approval/disapproval?</p> <p>h. Are reports retained and reconciled prior to EOM report to ensure all assigned or attached personnel are accounted for?</p> <p>3. UNIT PERSONNEL ACCOUNTABILITY NOTICES (AAA-165) RECONCILIATION</p> <p>a. Is the AAA-165 report printed daily?</p> <p>b. Are all discrepancies researched and corrected in a timely manner, or turned over to the PSD to correct?</p> <p>c. Is the report retained and disposed of properly?</p> <p>4. UNIT MANNING REPORT (AAA-161)</p> <p>a. Is the Unit Manning report maintained IAW AR 600-8-6, Chap 3, procedure 3-35?</p> <p>b. Does the unit annotate the Unit Manning Report daily with all newly arrived/departed personnel?</p> <p>c. Are newly assigned personnel assigned in position number 9992 beyond seven days after arrival in the unit?</p> <p>d. Are soldiers double-slotted or assigned to position number 9999?</p> <p>5. ALPHA ROSTER (AAA-342)</p> <p>a. Is the Alpha Roster printed weekly (at a minimum) and maintained properly?</p> <p>b. Is the Alpha Roster viewed weekly to determine soldier's Record Status Code (RSC)?</p> <p>c. Are RSC Codes TRA resolved within the S1?</p> <p>6. FILE MAINTENANCE</p> <p>Are all files/reports maintained IAW AR 25-400-2?</p>	GO	NO-GO

**Rating standard (PAT: Standard Installation/Division Personnel System (SIDPERS))**

- Commendable – 90% of all items receive a “GO” rating.
- Satisfactory – 75%-89% of all items receive a “GO” rating.
- Needs Improvement – 74% and below of all items receive a “GO” rating

Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)

**NOTES:**

**VERIFICATION**

X \_\_\_\_\_  
Unit POC's Signature, Name Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name Rank, Date